

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Form – Required Individual Classroom Inspection Items

Center Name: _____ Licensing Specialist: _____ Date: ____/____/____

INDIVIDUAL CLASSROOM INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable				
	I/T	2's	Pre-K	SA	Level
Ratios & Supervision					
247. Are all children in the group being directly supervised by a caregiver? (Observe.) 100-11(1) & (2)					1
248. Are there enough caregivers to meet required caregivers to child ratios, and does the total number of children present in the center not exceed the center's total licensed capacity? (Observe.) 100-11(4) for single age groups. 100-11(6) for mixed age groups. R430-2-4(4)(c) for total licensed capacity.					1, 2, 3
Minimum Caregiver to Child Ratios and Group Sizes for Single Age Groups					
Ages of Children # of Caregivers # of Children Max. Group Size					
Birth – 23 months 1 4 8					
2 years old 1 7 14					
3 years old 1 12 24					
4 years old 1 15 30					
5 years old & school age 1 20 40					
Minimum Caregiver to Child Ratios and Group Sizes for Mixed Age Groups					
TWO MIXED AGES					
Ages of Children # of Caregivers # of Children Max. Group Size					
2 & 3 years 1 10 19					
3 & 4 years 1 14 27					
4 & 5 years & school age 1 18 35					
THREE MIXED AGES					
Ages of Children # of Caregivers # of Children Max. Group Size					
2, 3, & 4 years 1 11 23					
3, 4, & 5 years & school age 1 16 31					
FOUR MIXED AGES					
Ages of Children # of Caregivers # of Children Max. Group Size					
2, 3, 4 & 5 years & school age 1 13 27					
249. Are infants or toddlers mixed with older children? (Observe.) 100-11(8) (Toddlers may be mixed with twos if the center has a variance.)					1, 3
250. During nap time when children are in a restful or non-active state, are the number of caregivers at least half the regularly required number to meet ratios? Is there a way for each supervising caregiver to communicate with another on-site caregiver without leaving his or her group of children unattended? (Observe or ask.) 100-11(10)					1

Physical Environment	I/T	2's	Pre-K	SA	Level
251. Is there peeling, flaking, chalking, or failing paint anywhere in the classroom? If yes, was the structure built before 1978? If yes, there must be documentation of testing that shows the paint is not lead-based. (Observe, ask if failing paint is observed.) 100-4(1)					1, 2
252. Is there a working hand washing sink in the classroom? (Only for buildings built after 1 July 1997.) (Observe.) 100-4(4)					2
253. Is the room ventilated by windows that open and have screens, or by mechanical ventilation? (Observe.) 100-4(7)					1, 2
254. Is the indoor temperature between 65 and 82 degrees Fahrenheit? (Observe.) 100-4(8)					2, 3
255. Is adequate light intensity for the safety of children and the type of activity being conducted maintained by keeping lighting equipment in good working condition? (Observe.) 100-4(9)					2, 3
256. Are windows, glass doors, and glass mirrors within 36 inches from the floor made of safety glass, or have a protective guard? (Observe. Ask about safety glass if there is no protective guard.) 100-4(10)					2
257. Does the room appear clean and sanitary, except for normal daily messes? (Observe.) 100-5(1)					2, 3
258. Are the ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in the classroom in good repair, to prevent injury to children? (Observe.) 100-5(4)					1, 2, 3
259. Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (Observe or ask.) 100-15(3)					3
Indoor Gross Motor Play Equipment	I/T	2's	Pre-K	SA	Level
260. Are all designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and under 3' in height or less? (Observe.) 100-12(9)					1, 2
261. If such equipment has an elevated designated play surface less than 18" in height, is it surrounded by cushioning material, such as mats at least 1" thick, in a 3' use zone? (Observe.) 100-12(9)(a)					1
262. If such equipment has an elevated designated play surface that is 18" to 3' feet in height, is it surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone? (Observe.) 100-12(9)(b)					1
263. Are designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older 5½' in height or less? (Observe.) 100-12(10)					1, 2
264. If such equipment has an elevated designated play surface less than 3' in height, is it surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone? (Observe.) 100-12(10)(a)					1
265. If such equipment has an elevated designated play surface that is 3' to 5½' in height, is it surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? (Observe.) 100-12(10)(b)					1
Safety Hazards	I/T	2's	Pre-K	SA	Level
266. Is the room free of tripping hazards such as unsecured flooring or cords? (Observe.) 100-12(2)					2, 3
267. Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves? (Observe.) 100-12(3)					1

268. Are the following items inaccessible to children? (Observe all.) Firearms, ammunition, and other weapons? (Firearms must be stored separately from ammunition, in a locked cabinet or area, unless the use is in accordance with the Utah Concealed Weapons Act, or as otherwise allowed by law.) 100-12(4)(a)					1
269. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)					1, 2
270. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)					1
271. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials? 100-12(4)(d)					1
272. Poisonous plants? 100-12(4)(e)					2
273. Matches or cigarette lighters? 100-12(4)(f)					1
274. Open flames? 100-12(4)(g)					1, 2
275. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)					1
276. For children age 4 and under, strings and cords long enough to encircle a child's neck, such as those found on pull toys, window blinds, or drapery cords? 100-12(4)(i)					1, 2
277. For children age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)					1
278. For children under age 3, toys or other items with a diameter of less than 1-1/4" and a length of less than 2-1/4", or objects with removable parts that have a diameter of less than 1-1/4" and a length of less than 2-1/4"? 100-12(4)(k)					1
279. Are any toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)					1
280. Do electrical outlets and surge protectors accessible to children age 4 and younger have protective caps or safety devices when not in use? (Observe.) 100-12(6)					2
Handwashing	I/T	2's	Pre-K	SA	Level
281. Do children and caregivers wash their hands thoroughly with soap and running water at the required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.) Observe. 100-16(1) for caregivers. 100-16(2) for children.					1, 2, 3
282. In addition to those instances listed above, do caregivers also wash their hands before handling or preparing food, before administering medication, and after cleaning or taking out garbage. Observe. 100-16(1)					2
283. Do caregivers teach children proper hand washing techniques and oversee hand washing whenever possible? (Observe and ask.) 100-16(6)					3
Preventing the Spread of Disease	I/T	2's	Pre-K	SA	Level
284. If the director indicated in Section 1 #78 that classroom caregivers wash toys and materials for their room, are all washable toys and materials cleaned and sanitized weekly, and more often if needed? (Observe and ask.) 100-16(8)					3
285. Are personal hygiene items such as toothbrushes, or combs and hair accessories that are not sanitized between each use stored so that they do not touch each other? (Observe.) 100-16(7)					3

286. Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or else have removable covers that are machine washable? If the director indicated in Section 1 #78 that classroom caregivers wash these items for their room, are they washed weekly? (Observe and ask.) 100-16(9)					3
287. If water play tables or tubs are used, are they washed and sanitized daily, and do children wash their hands prior to engaging in the activity? (Observe and ask.) 100-16(10)					3
288. Are potty chairs used? If yes, are they cleaned and sanitized after each use? (Observe and ask.) 100-16(17)					2
Sleeping Equipment	I/T	2's	Pre-K	SA	Level
289. Is a separate crib, cot, or mat used for each child during nap time? (Observe and ask.) 100-18(3)					2, 3
290. Are mats and mattresses used for napping at least 2 inches thick, and do they have a smooth, waterproof surface? (Observe.) 100-18(4)					3
291. Is the sleeping equipment in good repair? (Observe.) 100-18(5)					2, 3
292. Is sleeping equipment clearly assigned to and used by an individual child, and cleaned and sanitized as needed, but at least weekly? Or, if not clearly assigned and used by an individual child, is it cleaned and sanitized prior to each use? 100-18(6) & (7)					2
293. Is sleeping equipment either stored so that the surfaces children sleep on do not touch each other, or else is it cleaned and sanitized prior to each use? (Observe and ask.) 100-18(8)					2
294. Are a sheet and blanket or acceptable alternative provided for each child during nap time? (Observe and ask.) 100-18(9)					3
295. Are sheets and blankets clearly assigned to one child? (Observe and ask.) 100-18(9)(a)					3
296. Are sheets and blankets stored separately from other children's when not in use? (Observe and ask if necessary.) 100-18(9)(b)					3
297. Are sheets and blankets laundered as needed, but at least once a week and prior to use by another child? (Observe and ask.) 100-18(9)(c)					3
298. Is sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe? (Observe and ask.) 100-18(10)					2, 3
299. Does sleep equipment block exits? (Observe and ask.) 100-18(11)					1
Discipline	I/T	2's	Pre-K	SA	Level
300. Do caregivers use any of the following discipline methods? (Observe for all.) Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? 100-19(4)(a)					1
301. Restraining a child's movement by binding, tying, or any other form of restraint? 100-19(4)(b)					1
302. Shouting at children? 100-19(4)(c)					1
303. Any form of emotional abuse? 100-19(4)(d)					1
304. Forcing or withholding of food, rest, or toileting? 100-19(4)(e)					1
305. Confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage? 100-19(4)(f)					1

Daily Schedule & Activity Plan	I/T	2's	Pre-K	SA	Level
306. Is a daily schedule posted for each preschool and school age group that includes meal, snack, nap/rest, and outdoor play times? (Observe.) 100-20(1)					3
307. Are meals or snacks offered at least once every three hours? (Observe.) 100-15(2)					2, 3
308. Do nap times exceed 2 hours daily? (Observe.) 100-18(2)					3
309. Do children have outdoor play every day, weather permitting? (Observe.) 100-20(2)					3
310. Is a current activity plan posted for preschool and school age groups that shows activities that support children's healthy physical, social-emotional, and cognitive-language development? (Observe.) 100-20(3)					3
311. Are the materials necessary to carry out the activity plan accessible to children? (Observe.) 100-20(4)					2
CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in each of these 4 rooms.)	I/T	2's	Pre-K	SA	Level
312. What do you do if you suspect a child has been abused or neglected? 100-8(11)(b)(i)					2
313. How do you discipline children who misbehave? 100-19(4)					1
CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in one of these 4 rooms.)					
314. Did you receive orientation training prior to being left alone with children (for new caregivers this year)? 100-7(7)					2, 3
315. Have you completed 20 hours of training in the past year (for caregivers who are not new this year)? 100-7(8)					2
316. Do you have any children in your group who have food allergies? 100-15(4)					1, 3
317. Where is the center's body fluid clean-up kit? 100-16(19)(a)					3
318. How would you use the body fluid clean-up kit if you had to clean up a body fluid spill? 100-16(19)(b)					3